

CENTRAL INTELLIGENCE AGENCY
ADMINISTRATION AND MANAGEMENT

BUDGET AND FINANCE MEMORANDUM NO. 16

Utilization of Typist Pool in Personnel Branch

1. There is attached a copy of the memorandum dated 18 December 1947 issued by the Executive for Administration and Management relative to submission of material not classified above "Restricted" to the Typist Pool which is composed of typists who are awaiting final results of security checks, and are thus available to work on routine matters from any activity of CIA.
2. It is believed that in many instances, the various Divisions and Sections of the Budget and Finance Branch will be able to utilize the Typist Pool, particularly in connection with such matters as the preparation of copy of drafts or instructions, or lengthy letters which require several copies for distribution purposes. In order to lighten the load within the Branch wherever possible, it is urged that continued consideration be given to the forwarding of routine material to the Typist Pool.
3. In order that the work submitted by this Branch to the Typist Pool can be properly coordinated, and to permit the maintenance of a complete record with respect to the work which is being done for us by the Pool, it is requested that all matters be forwarded through the Office of the Chief, Budget and Finance Branch.

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[REDACTED]

E. R. Saunders
Chief, Budget and Finance Branch

cc: Chief, Management Branch ✓
Chief, Budget Division
Chief, Fiscal Division
Chief, Special Services Division
Asst. Chief, S & P Branch
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[REDACTED] /dnl

18 December 1947


MEMORANDUM FOR: Asst. Director for Reports and Estimates
Asst. Director for Collection and Dissemination
Asst. Director for Operations
Asst. Director for Special Operations
Chief, Personnel Branch, AAM
Chief, Management Branch, AAM
Chief, Services Branch, AAM
Chief, Budget and Finance Branch, AAM
Chief, Reference Center, AAM

SUBJECT: Typist Pool

1. The Personnel Branch, AAM, has established a pool of typists who are awaiting final results of security check who are available to work on material from any activity of CIA of a classification not higher than restricted.
2. Assistant Directors and AAM Branch Chiefs are authorized to designate restricted material to be worked on by this pool when, in their opinion, there will be no compromise of security. Each of the typists in the pool will have received the same type of security indoctrination as all other CIA employees.
3. Arrangements for transmitting work to this pool should be made through the Chief, Personnel Branch, AAM.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Executive for
Administration and Management

27 April 1948

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CENTRAL INTELLIGENCE AGENCY

ADMINISTRATION AND MANAGEMENT

BUDGET AND FINANCE MEMORANDUM NO. 28

National Security Council Survey of Central Intelligence
Agency Activities

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1. The NSC has appointed Messrs. [REDACTED] as consultants for the purpose of making a survey of the activities and organizational structure of the Central Intelligence Agency. These three consultants are the only ones who are authorized to request information from representatives of this Branch in connection with the survey.
2. If any individual other than the three consultants named above requests information from any member of the Budget and Finance Branch, he should be informed that instructions have been issued to the effect that information can only be furnished in response to a request from one of the three authorized individuals. If such unauthorized requests for information are received, the matter should be immediately brought to the attention of the undersigned for referral to the appropriate official.
3. Please have each employee under your jurisdiction review this memorandum. If there should be any questions regarding this matter, please refer them to this office.

[REDACTED]

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E. R. SAUNDERS

Chief, Budget and Finance Branch

cc: Asst. Chief, B & F Branch
Chief, Budget Division
Chief, Fiscal Division
Chief, Special Services Division
Exec. for A & M ✓
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